



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 10, 2009

Bonita Wilson  
Vice President of Administration  
Lighting Control & Design  
905 Allen Avenue  
Glendale, CA 91201

Dear Ms. Wilson:

RE: **Final Monitoring REPORT** for Lighting Control & Design – ET07- 0335

## **CONTRACT INFORMATION:**

Term of Agreement:	4/30/07 – 10/29/08	Agreement Amount:	\$49,140
Training Start Date:	4/30/07	No. to Retain:	54
Date Training must be Completed:	7/31/08	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	35

## **PROJECT STATUS:**

Trainees Started Training:	43	Completed Training:	0
Trainees Enrolled:	43	Completed Retention:	0
Dropped Following Enrollment:	1	In Retention Period:	0

## **TRAINING STATUS:**

The term of your ETP Agreement ended on October 29, 2008. In order to close the Contract, a final monitoring visit to review all attendance records was needed. According to the monitor, he made telephone calls to you and Ben Keller on January 6, 2009; January 7, 2009; January 13, 2009, January 21, 2009; and also sent an e-mail sent to you on January 7, 2009 to schedule a monitoring visit but did not receive a response from you or Mr. Keller.

Current ETP data indicates that Lighting Controls & Design received progress payments totaling \$9,698.25. According to Exhibit B, Overpayment, page 3 of 8 of the Agreement, all progress payments are earned only after the training and employment retention are completed and the Contractor completes all other requirements in the Agreement. Trainees who complete less than the minimum 24 hrs hours of training are not eligible for reimbursement.

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ETP (04/15/05)

Based on current on-line records, and the fact that ETP is unable to review attendance records to validate the provision of training and all other requirements in the Agreement, it appears that no trainee has met the requirements for reimbursement. Therefore, Lighting Controls & Design, will receive an overpayment notice from ETP for the \$9,698.25 paid in progress payments.

If you have any questions or comments regarding this report, please contact Mr. Pelaez at (818) 755-1323 or by email at [gpelaez@etp.ca.gov](mailto:gpelaez@etp.ca.gov) within ten (10) working days from the receipt of this letter.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

Gilberto Pelaez, Contract Analyst  
North Hollywood Regional Office

cc: David Guzman, Chief, Program Operations Division (by e-mail)  
Kulbir Mayall, Manager, Fiscal & Cert Unit (by e-mail)  
Master File  
Project File

Date report mailed to Contractor 2/11/09